



DEPARTMENT OF THE ARMY
ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT
600 ARMY PENTAGON
WASHINGTON DC 20310-0600

DAIM-ZA

SEP 23 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy for Acquisition and Management of Life Cycle Replacement of Administrative Furniture

1. Reference.

- a. AR 710-2, 28 March 2008, Supply Policy Below the National Level.
- b. AR 735-5, 28 February 2005, Policies and Procedures for Property Accountability.
- c. AR 5-9, 16 October 1998, Area Support Responsibilities

2. Purpose. To establish policy for acquisition and execution of life cycle replacement for administrative furniture effective 1 October 2010.

3. Definitions.

- a. Administrative furniture is defined and limited to general use office and classroom areas in all facility category codes.
- b. Life cycle replacement is defined as replacing an asset that has been deemed unserviceable and uneconomically repairable. Administrative furniture may continue to be serviceable beyond its depreciation lifecycle.

4. Applicability. This policy applies to the life cycle replacement of administrative furniture at Army garrisons funded by the Operations and Maintenance, Army (OMA) appropriation. All Army Commands (ACOMs), Army Service Component Commands (ASCCs), and Direct Reporting Units (DRUs) will conform to this policy. This policy is not applicable to Headquarters (HQ), Department of the Army staff directorates served by the Office of the Administrative Assistant to the Secretary of the Army. In addition, mission-specific furniture, unaccompanied personnel housing furniture, Army family housing furniture, general flag officer quarters' furniture, lodging furniture, and/or initial issue furniture connected to new construction or major renovation are not covered by this policy. These categories of furniture have separate policies.

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5. Responsibilities.

a. The Office of the Assistant Chief of Staff for Installation Management (OACSIM) will publish policies, lifecycle replacement and acquisition standards, and will update the Common Table of Allowances as required.

b. The ACOMs, ASCCs, and DRUs will:

(1) Fund all replacement office furniture utilizing organizational funds IAW the guidance in the Installation Management Command (IMCOM) funding transfer guidance.

(2) Develop and submit a listing of replacement administrative furniture that is required per HQ, IMCOM's execution guidance (published separately) and in accordance with the OACSIM policy for the replacement of administrative furniture.

(3) Coordinate the turn-in of excess serviceable furniture through the Garrison Directorate of Support Services (DOSS), per Army regulation and local procedures, for subsequent cross-leveling.

(4) Dispose of unserviceable furniture per Defense Reutilization Marketing Service procedures.

c. Headquarters, IMCOM has been designated the Army Agency responsible for managing execution of life cycle replacement of administrative furniture for Active Component (AC) units. HQ, IMCOM will:

(1) Manage the execution of life cycle replacement administrative furniture to garner efficiencies, and ensure quality and savings through best acquisition, use, reuse, and disposal business practices.

(2) Publish execution guidance for all ACOMs, ASCCs, DRUs; plus other activities that elect to participate, including funding transfer guidance.

d. US Army Reserve (USAR) and Army Reserve National Guard (ARNG) are encouraged to manage their programs in the spirit of this policy and procure furniture through IMCOM or in a process similar to IMCOM's to achieve efficiencies and sustainability by consolidating purchases.

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6. Policy.

a. Installation Management Command, as the Army Agency responsible for execution of life cycle replacement of administrative furniture for Active Component (AC) units, will begin management beginning on 1 October 2010.

b. Lifecycle replacement of administrative furniture is not centrally funded by the Army. All ACOMs, ASCCs and DRUs have the responsibility to fund and execute procurement for lifecycle replacement administrative furniture per this policy letter and IMCOM execution guidance. All funding execution will be recorded in the appropriate accounting classifications, as specified in IMCOM execution guidance.

c. All administrative furniture purchased with mission or base operations funds is installation property per AR 710-2, paragraph 2-5; and will be accounted for per AR 735-5, paragraph 7-7 (durable) or paragraph 7-3 (nonexpendable) property.

d. Army units will comply with AR 710-2, paragraphs 2-5 and 2-13, which state that installation property (including furniture) cannot be removed from the installation without coordination with the Garrison and in accordance with AR 735-5.

e. Support provided to off-post customers will be equitable to the level of support provided to the host installation and its tenant activities, per AR 5-9.

f. Installation Management Command is strongly encouraged to purchase environmentally sustainable furniture. Environmentally sustainable products or services have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. Environmental considerations should become part of normal purchasing practice, consistent with such traditional factors as product safety, price, performance, and availability.

7. Expiration. This policy letter will remain in effect until superseded.

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8. The point of contact is Ms. Cheryle Hess, OACSIM, DAIM-ISL, (703) 602-5805, DSN 332-5805, or email: cheryle.hess@us.army.mil.



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